



**STATE OF WASHINGTON-**

**DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT  
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TO: WorkFirst Partners

FROM: Paul Knox, Assistant Director,  
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**SUBJECT: Community Jobs Referral Guidelines**

Due to budget issues, the Community Jobs (CJ) Program will be serving 1,000 fewer participants than in the past. Due to the recent CJ policy changes and to maximize CJ resources, we want to serve those who can fully benefit from the CJ Program.

To assist CTED in maximizing CJ resources, Community Jobs referrals must meet the following criteria:

- Clients must be ready and able to be employed full time within 6 months of the CJ enrollment. For example, a client that is scheduled for major medical treatment or scheduled for incarceration during or after the CJ program, is not appropriate.
- Clients may be enrolled in CJ only once. After completion of a case staffing, with DSHS and the CJ Contractor, and a determination is made that a second enrollment to CJ is appropriate, the CJ Contractor must obtain approval from CTED prior to the contractor accepting the re-enrollment.
- Prior to referral to CJ, all childcare issues must be resolved.
- All clients must have actively participated in job search prior to referral to CJ. Exceptions include referrals from a Social Worker and referrals that come from a sanction.
- Known significant mental health and substance abuse issues must be resolved prior to referral, i.e., if client is scheduled for in-patient treatment then referral to CJ is not appropriate.
- Clients in the SSI track may not be referred to CJ.
- Clients working any unsubsidized employment may not be referred to CJ.